

Steps for HLW Paperwork

Steps

1. RC notifies State Coordinator of upcoming scheduled HLW (CDSMP; Diabetes; Pain); using the “***Notice of Scheduled Healthier Living Workshop***” form for the respective workshop electronically to the State Coordinator (terri.price@ahs.state.vt.us). If at any time a scheduled workshop is cancelled or changes, State Coordinator needs to be informed of all changes using this same form. Please keep a copy for yourself.
2. State Coordinator will enter the scheduled HLW into the data base and a workshop number will be assigned by the data base.
3. Using the “***Healthier Living Workshop Attendance Sheet***” form for the respective workshop, when a possible attendee contacts the RC regarding attending a HLW, the RC then puts the contact information on this sheet, even if they never do actually attend the workshop as this information will be captured during attendance at the HLW. HOWEVER, it is vital that the participant, their contact information and their referral source is included on this sheet. The form is **then** forwarded onto the leaders to complete for attendance during the 6 weeks. This will ensure that the leaders have an accurate potential list of attendees and since it will be electronic, hand writing won’t have to be guess work. It is most important that we capture those who are interested in attending the program and register, whether or not they follow through, if they do not attend or subsequently drop out of the workshop, please follow up with them to try to find out why and indicate their reasons on the attendance sheet. Attendance sheets will be either returned to you for completion or I will be contacting you for the missing information.
4. After the first completed class; the “***Healthier Living Workshop Attendance Sheet***” is to be sent electronically to the State Coordinator (terri.price@ahs.state.vt.us); with a hard copy and the completed PAMS **prior** to the second class sent via regular mail. Any PAMS that are not included (i.e. if a participant joins at the second class) must be completed at the second class **prior** to the class beginning. This is important, as we need to get an honest baseline of where participants are starting **prior** to them participating in any of the class material. PAMS can be sent to participants prior to the first class and the participant may bring the completed PAM with them to the first class, a PAM can **NOT** however, be given to a participant that has attended a class and then complete.
5. Once the PAMS and the initial attendance sheet are received the State Coordinator will:
 - a. Update the workshop information (with the numbers of those registered)
 - b. Either locate or add participant information and obtain participant id electronically from the computer
 - c. Enter participants to workshop in system and then enter attendance information
 - d. Enter their baseline PAM
6. After the sixth HLW class, a completed “***Healthier Living Workshop Attendance Sheet***” is to be sent electronically to the State Coordinator (terri.price@ahs.state.vt.us) and a hard copy with any course evaluations mailed. The State Coordinator will:
 - a. Update the workshop information (with the numbers of those registered and completed)
 - b. Update the remaining participant attendance information